

DETAILED INSPECTION CHECKLIST

FA SC STMT TEXT

071

MILITARY AWARDS

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071 01

GENERAL AWARDS ADMINISTRATION

071 01 001

Does the command have the pertinent military awards references and are the command's administrative personnel familiar with the requirements of current directives covering awards? Do admin personnel have on hand/on computer the following references:

(a) MCO 1650.19J

(b) SECNAV 1650.1H

(c) Awards Update MARADMINs from the present date through the beginning of the last Calendar Year

(d) MARADMIN 636/13 Clarification on Policy for Joint and Other U.S. Armed Service Awards

(e) MARADMIN 626/13 Administrative Instructions for the Submission of Recommendations for the Humanitarian Service Medal (HSM)

(f) MARADMIN 038/13 Revised Eligibility Criteria for Award of the Combat Action Ribbon (CAR) and Updated Coordinating Instructions

(g) MARADMIN 245/11 Purple Heart Medal-Revised Criteria for Mild Traumatic Brain Injury and Updated Coordinating Instructions

(h) Awards Messages Listing (PDF from MMMA Website) Reference

MMMA Site:

[https://www.manpower.usmc.mil/portal/page/portal/](https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MM/D_MA)

[M_RA_HOME/MM/D_MA](https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MM/D_MA); MCO 1650.19J; SECNAV 1650.1H;

DoDM 1348.33-M, vol 1-3

071 01 002

If the command has published local awards instructions or orders, do they comply with the orders and directives established in the references?

Reference

SECNAV 1650.1H; art 110.3

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- 071 01 003 Are the command's administrative personnel familiar with procedures for processing awards approved by Navy, Joint, and other service commands (i.e. ensuring these awards receive validation by MMMA and entry into personnel records)? At a minimum, are they familiar with the following:
- (a) In what situation is a Marine eligible for another Service's awards?
 - (b) In what situation is a Marine eligible to receive a Joint award?
 - (c) What actions can a command take if one of their Marines was erroneously presented an other service's award or a Joint award for which the Marine was not eligible?
- Reference
MARADMIN 636/13; SECNAV 1650.1H; art 114
- 071 01 004 Are administrative personnel and the awarding authority familiar with the requirements for the Military Outstanding Volunteer Service Medal (MOVSM) and does a review of 5 randomly selected command processed MOVSM's reveal that they were only approved when the following criteria were clearly met:
- (a) Three years of sustained service
 - (b) Service has no nexus to a military mission (i.e. Toys for tots, military recruiting, etc)
- Reference
MARADMIN 514/09; SECNAV 1650.1H; art 420.19
- 071 01 005 Are originators within the command originating and submitting awards within a timely manner as verified by a detailed review of at least five archived personal awards and by a review of all awards currently pending at the command's level or pending approval at a higher level? If not, does the command have a policy, practice, or set of procedures in place that encourages timely origination of awards? Timely action is defined as the following:
- (a) Award recommendations for occasions of retirement or transfer submitted to arrive at the final awarding authority for adjudication at least 60 days prior to the desired presentation date, 90 days prior during the summer months, or 90 days prior for any award that requires approval/endorsement by the Secretary of the Navy;
 - (b) Impact awards originated within 45 days of the act, achievement, or service upon which it is based.
 - (c) Combat awards for valor
- (1) Originators must submit Navy Cross or Silver Star recommendations within 45 days of the valorous action.
 - (2) Are originators/commands entering explanatory comments when awards submissions are outside of the above time limits?
- Reference
MCO 1650.19J, encl 1; SECNAV 1650.1H; art 211.2
MARADMIN 392/12

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- 071 01 006 Is the command taking timely action on recommendations for award recognition as verified by a detailed review of at least five personal awards and by a review of all awards currently pending at the command's level or pending approval at a higher level?
Timely action is defined as the following:
service upon which it is based.
(a) Commands must process Navy Cross or Silver Star recommendations, and endorse/forward, or return to the previous unit a recommendation within 21 days of receipt.
(b) Are commands entering explanatory comments when awards submissions are outside of the above time limits?
(c) All non-combat or meritorious service/impact recommendations must be processed and endorsed/forwarded, approved, or returned to the previous command level within 45 days unless reasonable justification for a delay is provided and attached to the iAPS record or entered as a comment. Longer processing times are acceptable if an award is approved prior to the transfer/retirement date where the command approves the award prior to the member's departure.
Reference
MCO 1650.19J, encl 1; SECNAV 1650.1H; art 211.2
MARADMIN 392/12
- 071 01 007 Does the command ensure that all personnel involved in the submission and processing of awards understand SECNAV policy that they shall not comment on any case under consideration, and all award recommendations shall be handled on a "FOR OFFICIAL USE ONLY (FOUO)" basis until the awards are officially announced or actually presented, and that disclosure of any information regarding an award or even the existence of an award to an individual outside of the chain of command is prohibited? Has the command prevented premature disclosure of award information since the last inspection?
Reference
SECNAVINST 1650.1H; art 221.2
- 071 01 008 If the command was issued a Medal of Honor for display purposes, has that item been inducted into the command property records as a controlled item?
Reference
MCO 1650.19J, encl 1, par 7

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- 071 01 009 Does the command ensure that all heroic actions cited in recommendations for the Navy and Marine Corps Medal, Air Medal w/ V (individual act), the Bronze Star Medal w/ V and Silver Star Medals and above are supported by at least two notarized eyewitness statements (each heroic act must be specifically supported/confirmed by two eyewitnesses as documented by notarized statements)?
Reference
SECNAVINST 1650.1H; art 213
- 071 01 010 Does the command ensure that Good Conduct Medal award certificates are completed and presented to the Marine at the time of entitlement to the award and that appropriate associated actions are completed in Marine Online?
Reference
MCO 1650.19J, encl 1, par 9c, SECNAV 1650.1H; art 420.3C
- 071 02 IAPS ADMINISTRATION
- 071 02 001 Are the command's administrative personnel processing all awards requiring approval by a Marine Corps awarding authority electronically via the Improved Awards Processing System (iAPS)?
Reference
MARADMIN 042/08; MCO 1650.19J; SECNAV 1650.1H; art 220
- 071 02 002 Does the command have at least one Unit Award Administrator designated in iAPS, and does ONLY one Commander have appropriate awarding authority permissions for the unit in iAPS (unless an exception is granted by MMMA)?
Reference
MARADMIN 042/08; SECNAV 1650.1H, appendix a, chap 1
- 071 02 003 Is the command appropriately approving and delegating iAPS permissions IAW regulations in a timely manner by responding to "Pending" requests within 30 days and removing permissions from personnel who depart the command within 30 days?
Reference
MARADMIN 042/08; MCO 1650.19J; SECNAV 1650.1H
- 071 02 004 Is the command ensuring that only members of the Chain of Command (commanders and OIC's) are given the "endorser" permission/role?
Reference
MARADMIN 042/08; MCO 1650.19J; SECNAV 1650.1H

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- 071 02 005 Are administrative personnel familiar and complying with the requirement that all award recommendations be routed to the awarding authority that had jurisdiction over the nominee at the time of the action or service?
Reference
SECNAV 1650.1H; art 221.1
- 071 02 006 Are administrative personnel familiar with and complying with the requirement that all award recommendations must be submitted to the delegated awarding authority of the award level originally recommended or of the highest level award level recommended by the endorsing chain for consideration including recommendations where a commander believes that No Award be approved?
Reference
MCO 1650.19J, encl 2, par 8d; SECNAV 1650.1H; art 222.1
- 071 03 ADMINISTRATIVE EDITING AND SCREENING
- 071 03 001 Is the command ensuring that awards given at retirement have an end date that coincides with the member's last day of duty, prior to the start of any terminal leave? Does a review of five retirement awards approved since last inspection show adherence to this policy?
Reference
MARADMIN 680/13; SECNAV 1650.1H ; art 220.3
- 071 03 002 Is the command ensuring all awards, to include impact awards for specific achievement, have a full detailed summary of action and properly formatted citation by conducting thorough proofreading of dates, individual data, and correct citation phrasing? Does a review of at least five command approved awards completed since last inspection show adherence to this policy? Does a review of all endorsed and forwarded awards show adherence to this policy?
Reference
MCO 1650.19J, encl 5, SECNAV 1650.1H; art 220
- 071 03 003 Is the command ensuring all awards are complete and administratively correct by reviewing the print version of the NAVMC 11533 (EF) before forwarding an award to CMC (MMMA) or a superior command in iAPS? (i.e. detachment types/dates, endorsements, geographic location, and awarding authority address)
Reference
MCO 1650.19J; SECNAV 1650.1H

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- 071 03 004 Does the command (awarding authority) ensure all certificates/citations are completed for presentation, and that any changes made to the proposed citation are reflected on the NAVMC 11533(EF) in iAPS prior to presentation, filing, and forwarding to CMC (MMMA) in iAPS for archiving?
Reference
MCO 1650.19J, encl 5, par 5
- 071 03 005 Does the command display the ability to use information drawn from the Individual Marine's MCTFS data, OMPF, references posted on the MMMA website, and the iAPS Archive to properly research and determine the Marine's awards entitlements?
Reference
TOPICAL MARADMINs; MCBUL 1650 SERIES
NAVMC 2922; UNIT AWARDS MANUAL (MMMA WEBSITE)
MCO 1650.19J; MCO P1080.20; SECNAV 1650.1H
- 071 03 006 Does the command strictly enforce the SECNAV policy concerning duplication of awards so that only one award will be recommended/approved for the same act, achievement, or period of meritorious service for an individual by reviewing the member's record in MCTFS, OMPF, iAPS to ensure that no material from a previous award is duplicated in a new award submission?
Reference
MCO 1650.19J; SECNAV 1650.1H, art 113.2
- 071 04 AWARDS RECORDS
- 071 04 001 Does the command ensure all appropriate service record entries are made in MCTFS concerning campaign and service awards earned by personnel under their command through coordination with their servicing IPAC?
Reference
MCO 1650.19J; SECNAV 1650.1H, par 412.5
- 071 04 002 Does the command ensure that Certificates of Commendation, Meritorious Masts, and Letters of Appreciation awarded to Marines are sent to MMRP (SMB.Manpower.MMRP-20@usmc.mil) and the servicing IPAC for inclusion in the Marine's Official Military Personnel File and entry into MCTFS respectively or that information regarding these procedures is available to the individual Marine?
Reference
MCO 1650.19J, encl 2

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071 04 003 Does the command ensure approved and presented awards are submitted to MMMA in iAPS within 5 working days of the presentation date or the action end date (whichever is later)? Note: NAVMC 11533(EF) forms with Summary of Action and Citation are automatically filed in the member's OMPF after submitting to MMMA. If the member desires inclusion of formal certificate in their OMPF following presentation it must be submitted to MMRP.
Reference
MCO 1650.19J, encl 2